

**Yale College Dean's Office**  
**Office of Undergraduate Productions and Special Events**  
**P.O. Box 208241, New Haven, CT 06520-8241**  
**203-432-6415 (fax)**

## **Theater Do's and Don'ts**

While each production space on campus may have rules specific to its use these general rules should be assumed to apply.

**Drugs and Alcohol:** **The use of drugs or alcohol in the theater is strictly forbidden by cast, crew and audience. The use of drugs or alcohol by cast, crew or audience will be grounds for immediate termination of use of the theater.**

**Fasteners:** Do not put any fasteners (nails, screws, tacks, staples, etc.) into the floors or walls.

**Tapes and Adhesives:** Do not use tape of any kind on the walls, lighting equipment, stage draperies or theater black curtains. Do not use double stick tape of any kind on the floors or walls. Theatrical gaffer's tape and cloth spike tape are the tapes of choice. It is required that you use vinyl or cloth spike tape instead of masking tape, duct tape, or other tapes on the floors to make spike marks. Gaffer's tape and colored spike tape can be purchased from the OUP and/or the Yale School of Drama inventory.

**Seating, Tables, Risers and Equipment:** No seating, tables, risers or theater equipment may be taken out of or used outside of the theater without the permission of the facilities supervisor. Stack unused chairs in stacks of five. Stack unused risers in a safe manner with tallest units on the bottom.

**Construction and Assembly:** It is required that all of your construction work occurs prior to loading into Yale College facilities. Construction of scenic elements, props, and sewing curtains and draperies is to occur in appropriate spaces. It is understood that some assembly of scenic units may occur in the production space and that minor adjustments (including wood cutting) may need to be done.

**Cleaning:** Scheduled cleaning by maintenance staff will vary from space to space. In general the cleaning staff will not move your props, scenery, curtains, chairs or risers in order to clean. This ensures that your set-up remains intact. You are responsible for cleaning-up any debris left from your assembly work. Please be careful not to leave out any food or drink. We do not have a rodent or insect problem and we do not want one.

**Housekeeping:** All Yale College facilities must be maintained in a professional manner at all times. Please, be sure to put away tools, organize props and materials, maintain safe aisle ways and remove tripping hazards at the end of each day.

**Scaffold:** Where scaffolding is available for use scaffold must be assembled with the safety railings in place on all sides of the top level. Three sections of decking must be used on the top level of the scaffold. No more than two people at a time on any one level of the scaffold. Wheels must be locked whenever people are on the scaffold. Always announce “**Scaffold Moving**” before moving the unit. Be sure not to leave anything unattended on any level of the scaffold. Store unused scaffold against a wall. The OUP Ladder/Scaffold Safety Workshop is required of all students prior to use.

**Ladders:** Only one person at a time on a ladder. Any ladder over 8’ tall must be “footed” at the bottom by a second student. Be sure not to leave anything on top of a ladder. Store unused ladders against a wall. The OUP Ladder/Scaffold Safety Workshop is required of all students prior to use of any ladder exceeding 6’.

**Storage Rooms:** Where storage rooms are available for your use during residency, materials/supplies should be stored in an orderly manner. Storage rooms are to be cleaned at the end of your stay and cleared of all materials. If you have materials you would like to donate please check with the OUP Technical Advisor. Do not leave any materials in the storage rooms.

**Strike:** Strike must occur immediately following your last performance. All scenery, props and costumes, rental equipment must be removed from the theater by noon the day after closing.